

# COURT REPORTER

A student who has completed the Job Corps Court Reporter program is equipped with the skills to contribute to the workplace as a valued employee from day one. Competence in academic and vocational skills is required for graduation. In addition, Job Corps students learn employability and technological skills. To complete his or her Court Reporter training, a student must master skills in these categories:

## CORE REQUIREMENTS

Discuss the profession and qualifications of a court reporter; explain the procedure for certification as a court reporter; identify the different parts of a stenograph machine; transcribe a brief at 60-80 wpm for three minutes at 95 percent accuracy or better; transcribe vocabulary words and question and answer briefs and phrases while developing speed and accuracy; transcribe a brief at 80-110 wpm for three minutes at 95 percent accuracy or better; demonstrate proper fingering techniques, abbreviations and phrases when using machine shorthand on a stenograph machine; read steno notes; describe the transcript format when completing a transcript; transcribe dictated materials that consist of legal and technical terminology; explain how to handle broken sentences, interruptions, interrupted speech and poor grammar when learning to transcribe; visit a courtroom and transcribe the session – focus on jury charge dictation and appropriate abbreviations and phrases; transcribe material at 110-130 wpm for five minutes with 95 percent accuracy or better; transcribe materials while developing speed, oral reading of notes and endurance; discuss colloquy designations on the machine; transcribe material at 130-160 wpm for five minutes with 95 percent accuracy or better; transcribe material at 160-180 wpm for five minutes with 95 percent accuracy or better; explain the proper transcript format for depositions and trials; explain the way to use the Computer-Aided Transcription (CAT); using the CAT, demonstrate transmission of steno notes to the computer, translation of steno notes into English, editing functions, create personal and job dictionaries, keyword indexing and printing of the transcripts; transcribe question and answer material from a courtroom testimony utilizing appropriate abbreviations and phrases; transcribe material at 170-200 wpm for five minutes with 95 percent accuracy or better; transcribe material at 180-225 wpm for five minutes with 95 percent accuracy or better; transcribe at least 20 pages of transcript; take testimony with a licensed reporter and provide documentation of sessions (no less than 40 hours).

## SPECIFIC COURSE ELECTIVES

Use medical terminology abbreviations and dictionary; type a format of letters, simple tables, outlines and short manuscripts at 25 wpm; type a format of letters, simple tables and outlines at 40 wpm; type a format of letters, simple tables and outlines at 50 wpm; use a micro-computer-based word processing software package; create, edit and manipulate documents in a variety of difficulty with the word processor; discuss the court system and legal procedures; discuss court nomenclature, points of law, court procedures, legal forms, pleadings and documents used in U.S. federal, state and county courts.